

## **FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE**

Tuesday, January 13, 2004 - 5:00 p.m.  
County Courthouse, 4<sup>th</sup> Floor Conference Room  
40 Culpeper Street, Warrenton VA 20186

### **MINUTES**

#### **Present:**

William G. Downey, Board of Supervisors  
Richard W. Robison, Board of Supervisors  
G. Robert Lee, County Administrator  
Anthony Hooper, Deputy County Administrator  
Janice Bourne, Finance  
Diane Erway, Procurement  
Butch Farley, General Services  
Bill Gouldthorpe, General Services  
Wanda Mercer, General Services

Mr. Bill Downey called the meeting to order at 5:10 p.m.

#### **Role / Responsibilities and County Administrative Process**

Discussion was held regarding the committee's role and responsibilities. The following list of possible responsibilities was reviewed.

#### **Role/Responsibilities**

Projects to be considered are general government capital projects exceeding \$100,000 intended to improve or expand facilities. Scope excludes School projects and major system scheduled maintenance (roofs, HVAC). Includes utility projects and grant-funded projects {Airport}.

Provide general project oversight regarding scope, schedule and budget for approved projects.

Review and refine process used to develop, design and construct projects.

Assist and collaborate with staff.

Provide review and comments to the Board of Supervisors on new projects proposed outside of budget process.

Receive periodic progress reports on projects reviewed by committee.

Assist in developing new program concepts such as the proposed southern public safety facility, utility plans and future options for the Shadow Lawn complex.

It was agreed that the committee would focus on projects exceeding \$100,000. However the committee may review specific or 'problem' jobs costing less than \$100,000. Both Mr. Robison and Mr. Downey requested a list of all projects under \$100,000 be included for informational purposes.

Issues related to financial oversight of approved projects and the possible role of the committee regarding new projects were discussed. Projects over budget will be a focus of the committee and departments requesting changes that result in a project exceeding the budget should be held accountable for resolving the issue. Mr. Downey suggested that the best time to control projects budgets was in the design development phase. He suggested that as a guideline for new projects over 2 million dollars, that add or delete bid alternates be developed that total approximately 20% of the construction budget. He also recommended that a 3% construction management fee be built into each project, allowing the department to use either the General Services' Construction Management division or an outside company for construction related services. The Finance and Budget departments will consider how best to implement such a procedure.

There was some discussion of the desire to avoid Micro-management yet at the same time to recognize the need for committee members to understand project details and to visit construction sites to observe progress or problems. Communications to contractors or consultants will be directed through the staff. It was suggested that change orders within the project appropriation would continue to be approved by staff and that change orders that require additional funding would be reviewed by the committee.

The committee will continue to work towards defining its scope and responsibilities and wishes to submit the outcome of this work to the Board of Supervisors for consideration and endorsement.

### **Specific Projects**

Courthouse renovations –Background information regarding this project was reviewed. A recent cost estimate places construction costs and contingency at \$ 600,000 above the project budget. The committee was advised that if design changes were required that the architect was responsible for this work within the scope of the existing architectural services contract. The most recent detailed cost estimates will be distributed to committee members. The committee had access to the design development drawings and will continue to work to identify possible bid alternates and other steps to control projected costs. A decision to continue with construction drawings will be considered at the next committee meeting.

Adult Detention Center – This is another project significantly over budget. The committee recommended that the project be re-bid and expressed the desire to receive at least five bids.

Monroe Park – Monroe Park to be discussed at the monthly meeting in February.

The committee will have one more general meeting in 2 weeks on Tuesday, January 27, 2004 at 5:00 p.m.

There being no further discussion, the committee adjourned at 6:40 p.m.